



## Pathways Academy Job Description

POST TITLE

Midday Supervisor

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SCALE

Grade 2 – Scale Point 8 £8.62 per hour

PURPOSE OF THE JOB

To work as part of a team supervising pupils during the school lunch break, which includes attending to their welfare and domestic needs

RESPONSIBLE TO

Lead Pastoral Practitioner

RESPONSIBLE FOR

N/A

Pathways E-ACT Academy recognise and value continued professional development. Therefore training opportunities will be made available as appropriate or necessary.

## EMPLOYMENT DUTIES

### **MIDDAY SUPERVISOR**

- 1 Supervision of pupils immediately before, during and after the mid-day meal. This includes provision for children who bring sandwiches.
  - 2 Supervision of hand washing and toileting by pupils as deemed necessary by the Headteacher.
  - 3 Supervision of pupils entry and exit from the dining area, including supervision of pupils during any journey or walk to the dining room.
  - 4 Supervision of pupils in the playground under the direction of the Lead Pastoral Practitioner.
  - 5 Setting up and removal of playground equipment under the direction of the Lead Pastoral Practitioner.
  - 6 Taking such steps as necessary when children are sick. Attending to their needs when in distress and reporting the situation to the relevant member of staff.
  - 7 To arrange for emergency treatment when required, e.g. calling for a teacher if there has been an accident.
  - 8 Vigilant in the playground in recognising potential dangers and approaching unauthorised personnel who enter the academy grounds.
  - 9 Undertake an agreed programme of training.
  - 10 To carry out other duties relating to lunchtime supervision as requested by the Headteacher, Deputy Head or Senior Leadership Team.
- The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.
  - This job description will be kept under review and may be amended via consultation with the individual and/or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.



## Person Specification

QUALIFICATIONS				
Essential	Desirable	<i>Application</i>	<i>Interview</i>	<i>Task /Observation</i>
Willingness to gain a First Aid qualification	Current First Aid qualification	✓	✓	

EXPERIENCE				
Essential	Desirable	<i>Application</i>	<i>Interview</i>	<i>Task /Observation</i>
Experience of working with groups of children on a voluntary or paid basis	Experience of supervising children as a parent or carer	✓	✓	
Demonstrate ability to deal with sensitive and emotional situations		✓	✓	
Experience of child protection/safeguarding with up to date training or willingness to undertake training		✓	✓	
	Working in a socially and culturally diverse school community	✓	✓	

ABILITIES AND SKILLS				
Essential	Desirable	Application	Interview	Task / Observation
Encourage high standards of pupil behaviour at all times		√	√	√
Ability to communicate with people at all levels including parents and children		√	√	
Interpersonal skills to communicate well with children and to command attention, give clear instruction and maintain discipline		√	√	
Ability to work under supervision, as a member of a team and individually		√	√	
	Ability to be flexible and to work on own initiative within school guidelines	√	√	

KNOWLEDGE AND UNDERSTANDING				
Essential	Desirable	Application	Interview	Task / Observation
Understanding of managing the behaviour of groups of children.	Understanding of child development and social interaction; the value of constructive play opportunities.	√	√	√
Knowledge of school standards and procedures or willingness to train		√	√	√
	Knowledge of health and safety regulations within a school environments	√	√	
Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils		√	√	

Understanding of confidentiality and why this is important in a school		√	√	
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PERSONAL SKILLS AND ATTRIBUTES				
Essential	Desirable	<i>Application</i>	<i>Interview</i>	<i>Task / Observation</i>
Empathy with children		√	√	√
Flexibility		√	√	
Approachability		√	√	
Willingness to undertake further training as and when required		√	√	